# GOVERNMENT NOTICES GOEWERMENTSKENNISGEWINGS

# DEPARTMENT OF HIGHER EDUCATION AND TRAINING DEPARTEMENT VAN HOËR ONDERWYS EN OPLEIDING

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### HIGHER EDUCATION AND TRAINING INFORMATION STANDARD

#### **DHET 008**

# STANDARD FOR THE SPECIFICATIONS FOR LOAD FILES FOR THE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING MANAGEMENT INFORMATION SYSTEM (TVETMIS)

#### November 2014



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# **GENERAL NOTICE**

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

# STANDARD FOR THE SPECIFICATIONS FOR LOAD FILES FOR THE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING MANAGEMENT INFORMATION SYSTEM (TVETMIS)

I, Bonginkosi Emmanuel Nzimande, MP, Minister of Higher Education and Training, in terms of section 41B(1) and (4) of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006) and section 25B of the Adult Education and Training Act, 2000 (Act No. 52 of 2000); read with section 3 of the Higher Education Act, 1997 (Act No. 101 of 1997); section 8(2)(b) of the National Qualifications Framework Act, 2008 (Act No. 67 of 2008); section 5(1)(a)(i) of the Skills Development Act, 1998 (Act No. 97 of 1998) and the Higher Education and Training Information Policy published in Notice No.832, Government Gazette No.36973 of 01 November 2013, hereby publish standard DHET008: Specifications for Load Files for the Technical and Vocational Education and Training Management Information System (TVETMIS) Standard as set out in the Schedule. The detailed schedule is available at: https://webapps.dhet.gov.za/TECHNICA.aspx

Dr BE Nzimande, MP

Minister of Higher Education and Training

Date: 12/12/14

\_\_ TVETMIS File Specifications Version: Version 001 (2014/08/04)

# Specifications for load files for the Technical and Vocational Education and Training Management Information System (TVETMIS)

# Version 001

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#### 1 Purpose

The Technical and Vocational Education and Training Management Information System (TVETMIS) is a unit record based information system that stores and maintains unit records of Technical and Vocational Education and Training College (TVET) data related to colleges and their campuses, programmes, subjects, staff, and students. The data content of TVETMIS is primarily maintained and supplied by TVET Colleges. The TVET Colleges create electronic data submission files in standard formats and transmit them to the Department of Higher Education and Training (DHET) to be loaded into TVETMIS.

The purpose of this specification is to provide TVET Colleges with a description of the standard layout, content and business rules for the submission of data to TVETMIS.

#### 2 Scope and applicability of the standard

This standard applies to all TVET Colleges.

#### 3 General information

#### 3.1 Data submission file formats

The file format for all TVETMIS data submission files is fixed length record ASCII files. In other words each record in a file takes up the same amount of space as all of the other records in the same file, regardless of how many characters are in each field. Each record must be terminated by a Microsoft compatible end of line character (CR+LF).

#### 3.2 Frequency of submissions

The requirements in regard to how often the DHET requires TVET Colleges to submit to TVETMIS can be found at the following link:

https://webapps.dhet.gov.za/TECHNICA.aspx

#### 3.3 Transmission of submission

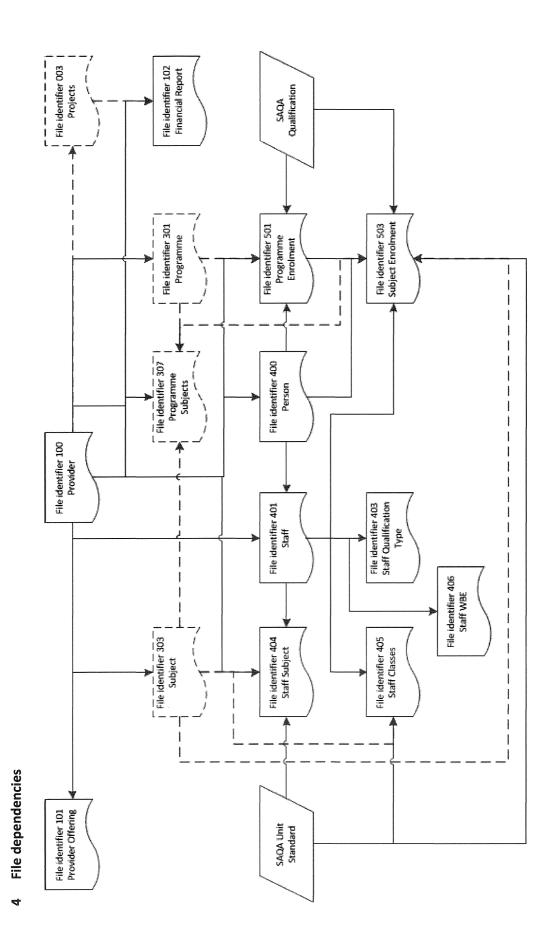
All data submissions must be validated using the data validation utility that is distributed to all TVET Colleges by the Department of Higher Education and Training (DHET). The DHET data validation utility will prepare the data submission in a predetermined format as required for loading into the TVETMIS system if the data submission conforms to the minimum data requirements as defined in this document. Thereafter the data validation utility will allow the user to submit the data submission to the TVETMIS.

The DHET will not accept any TVETMIS data submission that have not been validated and transmitted to TVETMIS using the DHET data validation utility.

#### 3.4 Use of the term ETQE

This document makes use of the acronym ETQE (Education and Training Quality Entity), which within the scope of this document replaces the acronym ETQA (Education and Training Quality Assurance body) which is no longer an official acronym (since 2012). The term is used to denote a Quality Council (QC) or its delegates, as recorded on the National Learners' Records Database (NLRD), and it is acknowledged that this is not an official term.

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#### 5 Data submission files

#### 5.1 Project

File code

003

File naming standard

[Code]\_0004\_003\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE Mnemonic in the format [Provider\_Code]\_[ETQE\_Mnemonic].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- v001 indicates that the submission has been extracted in accordance with version 001 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

### Description

This file describes earmarked projects as reported on in the Financial Report file.

#### **General information:**

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

**Submission requirements:** Submission of this file is optional.

**File record length:** The length of each record must be exactly 169.

#### File fields

Field Name   Project_Code			Field Number 1	
Start Position	1	Field L	Length 20	
4404		Content Rules		
<ul> <li>This field may not be</li> <li>Field may not start v</li> </ul>		ne value provided contains leadin	ng spaces then all le	eading spaces
will be trimmed from	n the value duri	ng further validation of the data v	value provided	
<ul> <li>Uppercase value in f</li> </ul>	ield may only co	ntain characters		
ABCDEFGHIJKLMNO	PQRTSUVWXYZ:	.234567890@#&+() /\:		
	Business	Rules (compliance required)		
<ul> <li>Uppercase value in f</li> </ul>	ield may not co	ntain characters %UNKNOWN% o	or %AS ABOVE% or 9	%SOOS BO%
or %DELETE% or N/A	or NA or U or N	IONE or GEEN or 0 or TEST or %O	ONTBREEK% or NIL o	or - or –
<ul> <li>The combination of</li> </ul>	Project_Code, P	rovider_Code and Provider_ETQE	E_Id must be unique	e
	Busi	ness Rules (informational)		
<ul> <li>Not applicable</li> </ul>				

Field Name Project_Name	Field Number 2
Start Position 21	Field Length 100
	Content Rules
<ul> <li>This field may not be left blank</li> </ul>	

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Field Name	Project_Name	Field Number 2							
will be trim	will be trimmed from the value during further validation of the data value provided								
ABCDEFGHI	JKLMNOPQRTSUVWXYZ1234567890	@#&+()							
	Business Rules (con	npliance required)							
1 ''	<ul> <li>Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or -</li> </ul>								
	Business Rules (	informational)							
<ul> <li>Not applica</li> </ul>	ble								

Field Name Financial_		Financial_Item_Id		Field Number		3
Start	Start Position 121			Field Length 10		
		191	Content Rules			
<ul><li>This field m</li></ul>	ay not be I	eft blank				
•		•	e value provided contains lea g further validation of the da	<b>.</b>		eading spaces
<ul> <li>Uppercase</li> </ul>	value in fie	ld may only cor	ntain characters			
ABCDEFGHI	JKLMNOP	QRTSUVWXYZ1	234567890<>-@			
		Business	Rules (compliance required)			
<ul> <li>Field must of</li> </ul>	ontain a v	alid Financial_I	tem_ld			
<ul><li>Value must</li></ul>	start with	PROJ-				
		Busin	ess Rules (informational)			
<ul> <li>Not applica</li> </ul>	ble					

Field Name	Provider_	Code		Field	l Number	4
Start	Position	131		Field Length	20	
			Content Rules			
<ul> <li>This field m</li> </ul>	ay not be le	ft blank				
		•	ne value provided containing further validation of the	• .		eading spaces
			ntain characters .234567890@#&+() /\:			
		Business	Rules (compliance requi	red)		
			Provider_ETQE_Id must    d must exist on 100 - Prov		mbination	of
		Busir	ess Rules (informational	)		
<ul> <li>Not applica</li> </ul>	ble					

Field N	me Provider	_ETQE_Id		Field Number 5
	Start Position	151	Fiel	d Length 10
			Content Rules	
● This fi	ld may not be	left blank		
will be	trimmed from	•	ng further validation of the dat	ding spaces then all leading spaces ta value provided
		Business	Rules (compliance required)	
● Field r	ust contain a	valid Provider_I	TQE_Id	
		Busir	ess Rules (informational)	
<ul><li>Not a</li></ul>	plicable			

Field Name Date_Stamp	Field Number 6
Start Position 161	Field Length 8
and the second s	Content Rules

Field Name Date_Stamp	Field Number 6
<ul> <li>This field may not be left blank</li> </ul>	
<ul> <li>Field may not start with a space. If the value provided will be trimmed from the value during further validati</li> </ul>	0.
<ul> <li>Field may only contain a valid date in the format YYYY</li> </ul>	MMDD
Business Rules (complian	ce required)
<ul> <li>Field may not have a value greater than today's date</li> </ul>	
<ul> <li>Year component of field value may not be less than 19</li> </ul>	900
Business Rules (inform	national)
<ul> <li>The system will display the maximum number of reco</li> </ul>	rds with the same value for this field

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#### 5.2 Provider

#### File code

#### 100

## File naming standard

[Code]\_0004\_100\_v001\_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE Mnemonic in the format [Provider\_Code]\_[ETQE\_Mnemonic].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- v001 indicates that the submission has been extracted in accordance with version 001 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

#### Description

This file describes the central office and the related campuses of the College.

This file is a modified version of the National Learner's Records Database (NLRD) File Number 21.

#### **General information:**

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date\_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

**Submission requirements:** Submission of this file is mandatory.

**File record length:** The length of each record must be exactly 833.

#### File fields

Field Name	Provider_Code		Field Number 1						
Start F	Position 1	Fie	ld Length 20						
		Content Rules							
<ul><li>Field may not will be trimm</li><li>Uppercase value</li></ul>	<ul> <li>Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided</li> </ul>								
	Busine	ss Rules (compliance required)							
<ul> <li>The combinate</li> <li>Provider_Code</li> </ul>	The value in the state that the state of the								
	Bus	iness Rules (informational)	miles of Capa						
<ul> <li>Not applicable</li> </ul>	le								

Field Name	Provider	_ETQE_Id		Field	Number 2
Start	Position	21	Field	Length	10
			Content Rules		
<ul><li>This field ma</li></ul>	ay not be l	eft blank			
<ul> <li>Field may no</li> </ul>	ot start wi	th a space. If the	e value provided contains leadi	ng spaces	s then all leading spaces

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Field Name	Provider_ETQE_Id	Field Number	2					
will be trim	med from the value during further valid	ation of the data value provided						
<ul> <li>Field may o</li> </ul>	nly contain whole numbers							
	Business Rules (compli	ance required)						
● Field must o	contain a valid Provider_ETQE_Id							
Business Rules (informational)								
<ul> <li>Not applica</li> </ul>	ble							

Field Name   Filler01		Fi	Field Number 3		
Start Position	31	Field Lengt	h 10		
		Content Rules	100		
<ul> <li>Not applicable</li> </ul>					
	Busines	ss Rules (compliance required)			
<ul> <li>This is a filler field and</li> </ul>	must be left	blank			
	Busi	iness Rules (informational)			
<ul> <li>Not applicable</li> </ul>					

Field Name Provide	_Name	Field	l Number   4
Start Position	41	Field Length	70
		Content Rules	
<ul> <li>This field may not be</li> </ul>	left blank		
<ul> <li>Field may not start w</li> </ul>	ith a space. If th	e value provided contains leading space	es then all leading spac
will be trimmed from	the value during	g further validation of the data value pr	ovided
<ul> <li>Uppercase value in fi</li> </ul>	eld may only cor	ntain characters	
ABCDEFGHIJKLMNOF	QRTSUVWXYZ12	234567890@#&+() /\:`'-	
	Business	Rules (compliance required)	
<ul> <li>Uppercase value in fi</li> </ul>	eld may not con	tain characters %UNKNOWN% or %AS A	ABOVE% or %SOOS BO
or %DELETE% or N/A	or NA or U or N	ONE or GEEN or 0 or TEST or %ONTBRE	EK% or NIL or - or –
<ul> <li>May not contain dup</li> </ul>	licated values or	nce characters like PTY,LTD,CC , CC,.,&,+	, AND ,T/A,BK,LIMITE
CK,_, ,),( have been s	tripped from the	e value	
	Busin	ess Rules (informational)	
<ul> <li>Not applicable</li> </ul>			

Field Name	Provider_	_Type_Id		Field	Number	5
Star	t Position	111		Field Length	10	
			Content Rules			
<ul> <li>This field m</li> </ul>	nay not be I	eft blank				
•		•	he value provided cont	• • •		eading space
		ne value durir whole numbe	ng further validation of ers	the data value pr	ovided	
		n whole numbe	•	•	ovided	
<ul> <li>Field may of</li> </ul>	only contain	n whole numbe	ers <b>Rules (compliance re</b>	•	ovided	
<ul> <li>Field may of</li> </ul>	only contain	n whole numbe Business alid Provider_	ers <b>Rules (compliance re</b>	quired)	ovided	

Field Name	Provider	_Postal_Address_	1	Field	Number 6
Sta	rt Position	121		Field Length	50
			<b>Content Rules</b>		
<ul><li>Field may will be trir</li><li>Uppercase</li></ul>	nmed from	th a space. If the the value during eld may only cont	value provided contair further validation of th ain characters ABCDEF	ne data value pro	
		Business R	ules (compliance requ	ired)	

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	Field Name   Provider_Postal_Address_1	Field Number   6
•	Uppercase value in field may not contain characters % or %DELETE% or N/A or NA or U or NONE or GEEN or	
	The field may not contain a value that contains only n	umbers
	Business Rules (inform	national)
	Unpercase value in field should not contain characters	: %777% or %XXX% or %ADDRES%

Field Name Provider	Postal_Address_2	Field	Number 7
Start Position	171	Field Length	50
	Conte	nt Rules	
will be trimmed from t	th a space. If the value p the value during furthe Id may only contain cha	provided contains leading space r validation of the data value pro gracters ABCDEFGHIJKLMNOPQF	ovided
	Business Rules (c	ompliance required)	
or %DELETE% or N/A o	•	racters %UNKNOWN% or %AS A GEEN or 0 or TEST or %ONTBREE ns only numbers	
	Business Rule	s (informational)	
<ul> <li>Uppercase value in fie</li> </ul>	ld should not contain cl	naracters %ZZZ% or %XXX% or %	%ADDRES%

Field Name	Provider_Postal_Addr	ess_3	Field Nun	nber 8			
Start	Position 221	Field	Length 50				
		Content Rules	100	100			
<ul> <li>Field may no will be trimn</li> </ul>	ned from the value dur value in field may only c	the value provided contains lead ing further validation of the data ontain characters ABCDEFGHIJK	a value provide	ed .			
	Busines	ss Rules (compliance required)					
or %DELETE9							
I	The field may not contain a value that contains only numbers						
<ul> <li>Field may no</li> </ul>	Field may not have 4 consecutive numbers embedded in it						
	Bus	iness Rules (informational)					
<ul> <li>Uppercase v</li> </ul>	alue in field should not	contain characters %ZZZ% or %	XXX% or %ADD	RES%			

Field Name	Provider_P	ostal_Address_	_Code	Field Number	9
Start	Position 2	271		Field Length 4	
			Content Rules		
<ul> <li>This field ma</li> </ul>	ay not be lef	t blank			
will be trimi	med from th	e value during	further validation of	ains leading spaces then all I f the data value provided	eading spaces
<ul><li>Uppercase \</li></ul>	value in field	may only cont	ain characters 1234.	567890	
		Business R	ules (compliance re	quired)	
<ul> <li>Length of fie</li> </ul>	eld must be e	exactly 4 chara	cters		
		Busines	s Rules (informatio	nal)	
<ul> <li>Not applical</li> </ul>	ble				

Field Name   Provider_Phone_Number	Field Number   10
Start Position 275	Field Length 20
	Content Rules
<ul> <li>This field may be left blank</li> </ul>	

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	Field Name	Provider_Phone_Number	Field Number	10
9	will be trim	ot start with a space. If the value provided med from the value during further validational value in field may only contain characters 1	on of the data value provided	eading spaces
	- ''	Business Rules (complianc	· · · · · · · · · · · · · · · · · · ·	
9		value in field may not contain characters % % or N/A or NA or U or NONE or GEEN or 0		
		Business Rules (inform	ational)	
•	Not applica	ble		

Field Name	Provider_Fax_Num	ber	Field Numbe	er 11
Star				
		Content Rules		
<ul><li>This field n</li></ul>	nay be left blank			
will be trin	med from the value		ntains leading spaces then a of the data value provided 34567890 ()/-	II leading spaces
	Busi	iness Rules (compliance i	required)	\$ 450 S.
• • •	•		NKNOWN% or %AS ABOVE% r TEST or %ONTBREEK% or N	
	E	Business Rules (informati	ional)	
Not application	able			

Field Name   Filler02		Field	d Number	12
Start Position	315	Field Length	20	
		Content Rules	40.0	
<ul> <li>Not applicable</li> </ul>				
	Busines	s Rules (compliance required)		
<ul> <li>This is a filler field and</li> </ul>	l must be left	blank		
	Busi	ness Rules (informational)		
<ul> <li>Not applicable</li> </ul>				

Field Name	Provider_	_Contact_Name	Fie	eld Number	13			
Start	t Position	335	Field Lengtl	50	50			
		Conto	ent Rules					
<ul><li>This field m</li></ul>	ay be left h	olank						
•		•	provided contains leading spa r validation of the data value		eading spaces			
<ul><li>Uppercase</li></ul>	Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ'' -							
A. 5032 S. 51		Business Rules (c	ompliance required)					
<ul> <li>Uppercase</li> </ul>	Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO%							
or %DELETE	:% or N/A d	or 0 or TEST or %ONTBF	REEK% or NIL or - or –					
		Business Rule	s (informational)					
<ul> <li>Uppercase</li> </ul>	value in fie	ld should not contain c	haracters NA or U or NONE or	GEEN				

Field Name	Provider	_Contact_Emai	il_Address	Field	d Number	14
Start	Start Position 385			Field Length	Field Length 50	
			Content Rules			
will be trim <ul><li>Uppercase</li></ul>	ot start wi med from value in fie	th a space. If th the value durir eld may only co	•	contains leading space n of the data value pr		eading spaces
		Business	Rules (compliance	e required)	200	